Saskatchewan Apprenticeship and Trade Certification Commission

Annual Report for 2014-15

saskapprenticeship.ca

Saskatchewan Apprenticeship and Trade Certification Commission

Government of Saskatchewan

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Letters of Transmittal

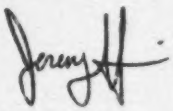
October 2015

The Honourable Vaughn Solomon Schofield
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:

I have the privilege to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2015. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,



Jeremy Harrison
Minister Responsible for Immigration, Jobs, Skills and Training

October 2015

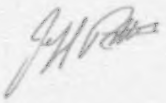
Honourable Jeremy Harrison
Minister Responsible for Immigration, Jobs, Skills and Training
Room 346, Legislative Building
REGINA SK S4S 0B3

Dear Minister Harrison:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2014 to June 30, 2015.

Respectfully submitted,

Garry Kot
Commission Board Chairperson



Jeff Ritter
Chief Executive Officer

A Message from the Commission Board Chairperson

I am proud and pleased to present the 2014-15 Saskatchewan Apprenticeship and Trade Certification Commission Annual Report on behalf of the Board of Directors.

The results once again prove the importance of apprenticeship to the provincial economy, and to the employers who utilize the apprenticeship system of training. Training apprentices is an investment that doesn't take long to pay off.

Thank you to all of the employers who continue to support apprenticeship and certification, providing the best training – on-the-job – to your apprentices.

Congratulations to all those who have achieved journeyperson status this year. Your hard work has provided you with a credential to be proud of.

The initiatives of the SATCC continue to generate interest in the skilled trades and meet the strategic goals as outlined by the SATCC Board of Directors. The five key fundamental goals of Training, Advocacy, Funding, Industry Needs and SATCC Efficiency remain the foundation of the Strategic Plan. The Plan, along with enterprise risk management planning, allows the SATCC management team to develop the Business Plan.

The Board of Directors is successful because every one of the 20 Board members brings to the table a commitment to achieving growth and success within apprenticeship and trade certification. The industry-led Board is represented by employers and employees who are chosen from their respective sectors of Agriculture, Tourism and Service; Construction; Production and Maintenance; and Motive Repair. Representatives from the Ministries of Economy and Education of the Government of Saskatchewan also sit at the table. And we are joined by representatives of equity groups including persons with disabilities, First Nations, Métis, Northern Saskatchewan, and Women in Trades.

These distinct voices allow us to create the strategies that will guide the SATCC in the coming years to continue to not only meet its mandate, but to go above and beyond in achieving its goals.

To the members who have departed the Board of Directors, thank you for your dedication to the SATCC. Leaving the Board of Directors in 2014-15 were Gregory Gaudet, Troy Knipple and Julie Lemire. Joining us in 2015-16 are Jeff Sweet, Wayne Worrall and Brett Waytuck, who I look forward to continue working with.

I sincerely thank CEO Jeff Ritter, his management team, and the employees of the SATCC. Your commitment to the apprenticeship and trade certification system is recognized by the Board of Directors, employers or apprentices. Thank you also to the more than 600 skilled tradespeople who volunteer their time and educated knowledge to the Trade Boards, Curriculum Examination Development Boards, and Trade Examining Boards.

I commend all who have worked diligently this past year on the harmonization of apprenticeship across jurisdictions. It has been rewarding to see industry, government, trade experts and technical trainers come together to accomplish the goal of true apprentice mobility across Canada.

The 2014-15 year has been very gratifying, and I look forward to the year ahead.

Garry Kot, Commission Board Chairperson

A Message from the CEO

The 2014-15 Saskatchewan Apprenticeship and Trade Certification Annual Report demonstrates how the system has been successful in meeting the needs of apprentices, employers, the Government of Saskatchewan, and Saskatchewan citizens.

Annual report results are primarily presented as numbers and statistics. This data tells a story, and it's one about people. The SATCC has a two-fold mandate. It is to develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

The first component of this is apprenticeship training. It is a unique system, yet one that has been well proven in this province for 70 years as of 2014. The SATCC also celebrated 15 years as a Commission in October of 2014, and 55 years as part of the Red Seal program.

Apprenticeship training is a winning solution for all involved. Apprentices are able to learn as they make a living in a career they enjoy. Employers train their apprentices to become loyal, homegrown journeypersons. Journeypersons themselves find a new sense of purpose in training the next generation of skilled tradespersons.

The second component of our mandate, certification, provides Saskatchewan people with assurance that journeypersons and apprentices are certified, highly qualified, and more than capable to perform the work required. Certification is the standard of excellence that all journeypersons should be proud to showcase.

This annual report will account the operational activities, performance results, and financial results of the SATCC for the fiscal year of July 1, 2014 to June 30, 2015. The report provides the results of the goals, key actions, and performance measures that were outlined in the 2012-17 Strategic Plan and the 2014-15 Business Plan. Our reporting has been enhanced through the inclusion of the balanced scorecard.

The SATCC has been focused on remaining relevant and innovative through many initiatives including online programming, harmonization and foreign qualification recognition through involvement with the Canadian Council of Directors of Apprenticeship and its committees and initiatives.

The SATCC runs effectively because of the people who are involved. I would like to thank the Board of Directors, who provide their time and expertise while providing strategic leadership to the SATCC. Thank you as well to the Government of Saskatchewan for your continued belief in the apprenticeship and certification systems and for your support as we train the province's skilled trades workforce. Thank you to our partners. Working closely together leads to greater successes.

Thank you to employers of apprentices, for believing in the system and for providing the necessary on-the-job training that apprentices need to reach their next level; to the technical training providers who provide the theoretical underpinnings of the workplace learning; and to the secondary educators who promote the skilled trades and support programs like Saskatchewan Youth Apprenticeship.

And thank you to the staff at the SATCC. The people who work for this system of training really believe in the work they are doing, and celebrate the success of the apprentices, journeypersons, and employers they serve.

Jeff Ritter, CEO

Governance

Alignment with Government's Direction

The SATCC's activities in 2014-15 aligned with the Government's vision and four goals:

Our Government's Vision

A strong and growing Saskatchewan, the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life.

Government's Goals

- Sustaining growth and opportunities for Saskatchewan people.
- Meeting the challenges of growth.
- Securing a better quality of life for Saskatchewan people.
- Delivering responsive and responsible government.

Together, all ministries and agencies support the achievement of Government's four goals and work towards a secure and prosperous Saskatchewan.

The SATCC plays a large role in sustaining growth and opportunities for Saskatchewan people and in helping the province to meet the challenges of growth, particularly skilled labour. The SATCC also contributes to delivering responsive and responsible government, and to securing a better quality of life for Saskatchewan apprentices, journeypersons, employers, and those they serve.

Apprenticeship and trade certification is a demand-side training program, contributing to Saskatchewan's labour market development. Apprenticeship training differs from supply side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce.

Apprentices are indentured after becoming employed, and therefore training apprentices is growing the labour force there is already a demand for, which in turns leads to development within the province as a whole.

The SATCC continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada that ensures program effectiveness and continued improvement.

Commission Overview

Authority

The Apprenticeship and Trade Certification Act, 1999 establishes the SATCC as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The SATCC is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and the Act, the SATCC is accountable to the industry it serves and the Government of Saskatchewan.

The SATCC reported to the Minister Responsible for Immigration, Jobs, Skills and Training, who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The SATCC has 72.4 full time equivalent (FTE) positions and operates nine offices across Saskatchewan.

Values

The SATCC uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the SATCC's work both internally and externally:

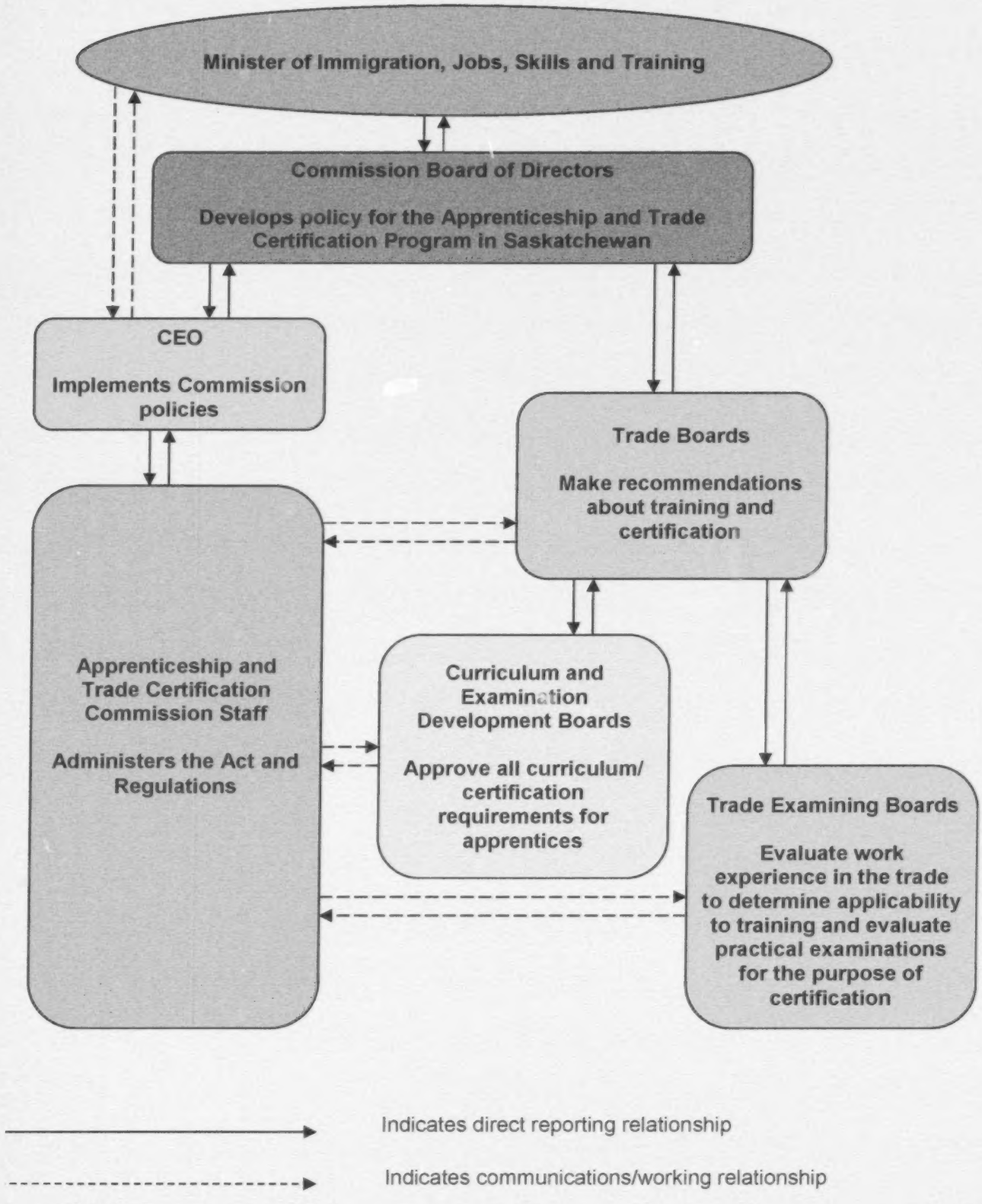
- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices,


Minister of Immigration, Jobs, Skills and Training
Commission Board of Directors
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Apprenticeship and Trade Certification Commission Staff
Administers the Act and Regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification
Indicates direct reporting relationship
Indicates communications/working relationship

journeypersons and tradespersons.

Operational Activities

The following responsibilities and activities are key to the SATCC fulfilling its mandated and legislated responsibilities:

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor on-the-job apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Lead and participate in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the SATCC. Twelve members are selected by industry, based on sectors and equally representing employers and employees. Other Board members are selected by the Minister Responsible for the SATCC and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

A matrix of skills and representation helps ensure the Board collectively will have the necessary personal attributes, skills and competencies required to:

- add value and provide support for the CEO in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of the CEO and the SATCC; and
- publicly account for the performance of the organization.

The Board undertakes a Board self-evaluation on a bi-annual basis.

Commission Board Members

For individual Board member biographies, please visit the SATCC website at

http://www.saskapprenticeship.ca/about-us/commission-board/

Commission Board Chairperson

- Garry Kot – Construction Sector Employee Representative

Commission Board Vice-Chairperson

- Doug Christie – Construction Sector Employer Representative

Agriculture, Tourism and Service Sector

- Joe Kleinsasser – Employer Representative
- Karen Zunti – Employee Representative

Construction Sector

- Rhonda Hipperson – Employer Representative
- Troy Knipple – Employee Representative (July 1, 2014 to December 23, 2014)
- Jeff Sweet – Employee Representative (appointed June 25, 2015)
- Drew Tiefenbach – Employer Representative
- Wayne Worrall – Employee Representative (appointed September 18, 2014)

Motive Repair Sector

- Tim Earing – Employee Representative
- Bryan Leier – Employer Representative

Production and Maintenance Sector

- Lorne Andersen – Employee Representative
- Brian Marshall – Employer Representative

Other Stakeholder Groups

- Frank Burnouf – Northern Saskatchewan
- Roxanne Ecker – Women in Trades
- Julie Lemire – Ministry of Education (July 1, 2014 to June 25, 2015)
- Alastair MacFadden – Ministry of Economy

- Leonard Manitoken – First Nations
- Doug Mitchell – Persons with Disabilities
- Terry Parker – Saskatchewan Polytechnic
- Brett Vandale – Métis
- Brent Waytuck – Ministry of Education (appointed June 25, 2015)

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration. For more information about each of the Committee and the Terms of Reference, please visit the SATCC website at http://www.saskapprenticeship.ca/minutes/

Board Standing Committees

Audit/Finance Committee assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and management information systems.

Membership
- Brett Vandale, Chair
- Lorne Andersen
- Joe Kleinsasser
- Bryan Leier
- Leonard Manitoken

Governance Committee assists the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

Membership
- Terry Parker, Chair
- Tim Earing
- Brian Marshall
- Drew Tiefenbach
- Brett Vandale
- Karen Zunti

Human Resources Committee assists the Board by providing guidance and advice in relation to CEO Human Resource matters delegated to it by the Board of Directors.

Membership
- Garry Kot, Chair
- Doug Christie
- Terry Parker
- Brett Vandale

Current Board Ad Hoc Committees

Standards Committee assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Membership
- Doug Christie
- Garry Kot
- Doug Mitchell
- Drew Tiefenbach

Trade Board Appointments Committee assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards.

Membership
- Frank Burnouf
- Roxanne Ecker
- Rhonda Hipperson
- Wayne Worrall

Inclusion and Program Innovation Committee assists the Board by providing guidance and advice in relation to inclusionary practices and innovation in apprenticeship programming.

Membership

All members of the Board.

Left to Right: Drew Tiefenbach, Lorne Andersen, Alastair McFadden, Doug Christie, Terry Parker, Jeff Sweet, Brian Marshall, Garry Kot, Doug Mitchell, Rhonda Hipperson, Joe Kleinsasser, Julie Lemire, Karen Zunti, Roxanne Ecker, Leonard Manitoken, Brett Vandale, Bryan Leier, Tim Earing. Missing: Frank Burnoff, Brent Waytuck, Wayne Worrall.

Management Discussion and Analysis

2014-15 Year in Review

Apprenticeship and Certification

All activities and initiatives of the Saskatchewan Apprenticeship and Trade Certification Commission are in direct support of the mandate of apprenticeship and certification, and of the strategic plan. The vision of a skilled and representative workforce, industry trained and certified, remains at the heart of all work and planning processes.

The SATCC develops and manages the apprenticeship system, including workplace training, technical training and certification in 49 trades and 20 subtrades. Apprentices learn through experience on the job, and through theoretical knowledge in technical training.

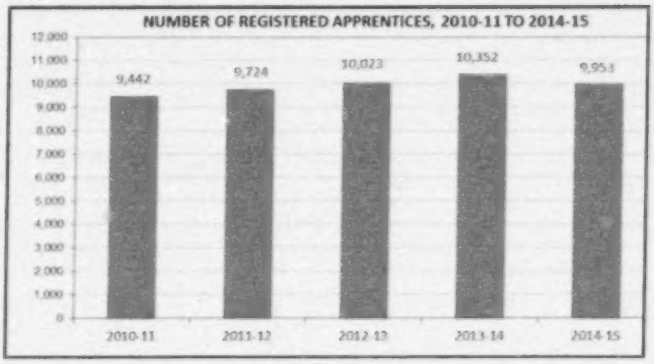
Upon completion of training, apprentices may achieve certification through successfully completing the journeyperson exam. Tradespeople are qualified to write the journeyperson exam after accumulating the required number of hours in the 44 voluntary trades. In four trades – construction electrician, plumber, sheet metal worker, and refrigeration and air conditioning mechanic – and the regulated trade of hairstylist, all those working in the trade must be an apprentice or journeyperson.

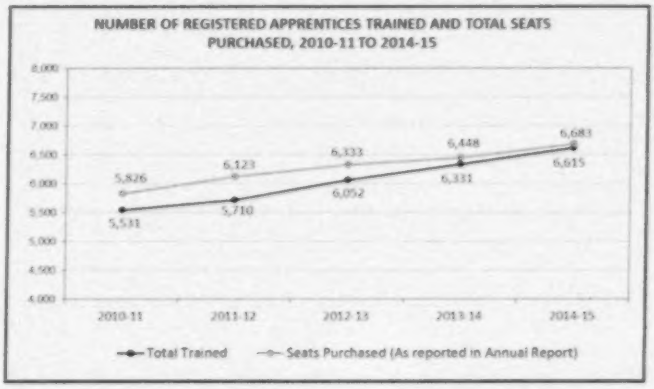
Key Statistics

Through the operating year of July 1, 2014 to June 30, 2015, statistics were as follows:

Newly Registered Apprentices	3,014
Completion of Apprenticeship Certificates	1,594
Journeyperson and Proficiency Certificates	1,837
Registered Apprentices at June 30, 2015	9,953
Apprentices Services Provided to	16,779
Employers with Registered Apprentices	2,788
Apprentices receiving Technical Training	6,701
Technical Training Fill Rate	99%

For more key operational statistics, please see Appendix B, page 32.





Partners

Many key partners make the apprenticeship system possible and allow us to further develop the system with projects and initiatives. The SATCC works closely with:

- Employers
- Apprentices and tradespersons
- Employer associations
- Unions
- Sector Councils
- The provincial government
- Saskatchewan Polytechnic
- Saskatchewan regional colleges
- Other training providers
- Aboriginal organizations
- The Canadian Council of Directors of Apprenticeship (CCDA)

Technical Training Providers

The SATCC continues to work closely and collaboratively with all technical training providers, including its largest training provider, Saskatchewan Polytechnic. Quarterly meetings address initiatives or issues like capacity, and determining solutions to ensure that apprentices are filling all of the technical training seats purchased by the SATCC.

In addition, the SATCC has worked with the regional colleges to follow a process and framework for training proposals to meet short term technical training capacity constraints by engaging alternate training providers.

Commission Regulations

The Apprenticeship and Trade Certification Commission Regulations were amended on May 25th, 2015 as part of our work to implement recommendations from the Canadian Council of Directors of Apprenticeship (CCDA) apprenticeship harmonization initiative. Amendments included the harmonization of 13 trade names to the Red Seal trade name, changing the number of hours required for the Ironworker (Reinforcing) trade, and removing the compulsory requirement of upgrading for tradespeople challenging the carpenter exam.

RSE

The CCDA announced the official recognition of the RSE (Red Seal Endorsement) acronym for qualified skilled tradespeople. The RSE acronym is to be used by journeypersons who have obtained a Red Seal endorsement on their provincial or territorial Certificates of Qualification and Apprenticeship by successfully completing a Red Seal examination. This was included in Sask Apprenticeship's Commission Regulation changes.

Saskatchewan Youth Apprenticeship

The Saskatchewan Youth Apprenticeship (SYA) program continues to raise awareness of apprenticeship in Saskatchewan schools and helps young people explore the world of opportunities and discover the rewards in the skilled trades.

Registered Youth Apprentices	3,863
Registered SYA high schools	300
$1,000 scholarships presented to graduating Grade 12 SYA students	98
SYA graduates entering apprenticeship	146
SYA graduates achieving journeyperson status	104

Aboriginal Apprenticeship Initiatives (AAI) are designed to increase Aboriginal accessibility, participation and success in apprenticeship trades by delivering training and work experience close to First Nations communities. AAI projects work to create long-term employment and economic development opportunities for the communities.

Registered Apprentices of Aboriginal Ancestry	1,388
First Nations	893
Métis	489
Inuit	6
% Aboriginal of all Registered Apprentices	14%
Aboriginal Apprenticeship Initiatives	7
Total Funding Spent	$385,200

Initiatives

Harmonization

The Canadian Council of Directors of Apprenticeship (CCDA) has responded to the call from industry to harmonize apprenticeship training across Canada. The current project will address mobility barriers, ensure consistency across apprenticeship systems, and will eliminate confusion for apprentices and industry. In 2014-15, the CCDA's Harmonization Task Force identified 10 Red Seal trades to harmonize, with priorities of action including sequencing technical training curriculum content, standardizing total training hours and jurisdictional trade names definitions, and ensuring the most recent National Occupational Analyses for technical training curriculum development are used.

In the past year, the CCDA consulted with national and jurisdictional stakeholders, and reviewed recommendations to take forward in the trades of Carpenter, Welder, Metal Fabricator, Heavy Duty Equipment Technician, Ironworker (Reinforcing), Ironworker (Structural/Ornamental), Mobile Crane Operator, Mobile Crane Operator (Hydraulic), and Tower Crane Operator. The goal is fora total of 30 Red Seal trades to be harmonized in most jurisdictions by 2020.

Skills Canada

The SATCC was a proud supporter of the 21st Skills Canada National Competition (SCNC), which was hosted in May 2015 in the city of Saskatoon. Over 500 young Canadians showcased their talents in over 40 disciplines and across six industry sectors. The SATCC was a partner in coordinating the event, and staff volunteered their time throughout the competition.

The Executive Director of Apprenticeship was also the Chair of Skills Canada Saskatchewan in 2014-15, and the CEO was a member of the Board of Directors.

Employers

The SATCC undertakes a number of activities to support the relationship between employers and apprentices including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Establishing and maintaining occupational standards in the skilled trades.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Ensuring employers comply with journeyperson and apprentice training ratios.
- Developing and distributing standards and guidelines for the on-the-job training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

Trade Boards

All of the 49 designated trades in Saskatchewan have dedicated industry representation through the participation of over 600 employers and employees who are members of Trade Boards, Curriculum Examination Development Boards, and Trade Examining Boards. These boards provide industry guidance on the trades, in addition to support in revising 79 interprovincial examinations and 24 provincially developed examinations and supporting documents.

Canadian Council of Directors of Apprenticeship (CCDA)

The CCDA is responsible for the management of the Red Seal Program. The SATCC ensures Saskatchewan continues to take a leadership role in interprovincial apprenticeship activities by participating in CCDA committees and working groups as follows:

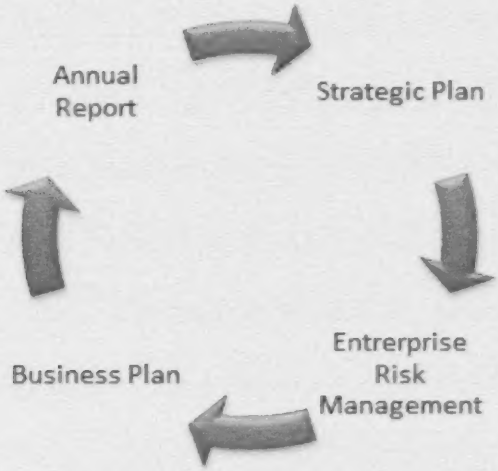
- The SATCC CEO was the Chair of the CCDA, Chair of the Harmonization Task Force, member of the CCDA Stakeholder Relations Committee, and a member of the Policy and Procedures Committee of the CCDA.
- The SATCC Executive Director of Apprenticeship was a member of the Foreign Qualification Recognition working group, the Strengthening the Red Seal working group, and was Vice-Chair of the Harmonization Task Force.
- The SATCC Director of Program Development was Saskatchewan's representative on the Interprovincial Standards and Examination Committee (ISEC), and was a member of the Essential Skills working group, the Strengthening the Red Seal taskforce , the Red Seal Occupational Standard Working Group and Professional Development committee.
- The SATCC Manager of Research was the Co-Chair of the CCDA Research Committee.
- The SATCC Director of Communications and Marketing was the Chair of the CCDA Communication and Promotion Committee.
- The SATCC Trades Assessment Consultant was a member of the Foreign Qualification Recognition working group.

2014-15 Performance Results

Introduction

The SATCC developed the 2012-17 Strategic Plan to identify key directions and priorities for the organization. Strategies developed by the Board of Directors identify the areas of highest priority and define the major areas of focus and development the organization will pursue to achieve its Vision and Mandate. Goals are identified within each strategy.

To monitor progress towards achieving the strategies and goals, key operational initiatives, measures and targets are developed by SATCC Management. These identify business activities and required budget on an annual basis and provide the basis for the performance management system. The overall progress made towards meeting the measures is reported in the SATCC Annual Report and through regular reporting to the SATCC Board of Directors throughout the year.



The Provincial Auditor delivered an audit report entitled "Saskatchewan Apprenticeship and Trade Certification Commission: Audit of Processes to Enable Apprentices to Achieve Certifications" on March 28, 2014. This audit focused on SATCC business and operational processes, including its current performance management system.

The audit made three recommendations for improvement to the SATCC's performance management measurement and reporting system. To address these recommendations the Board of Directors approved revised performance management measurement and reporting system using a Balanced Scorecard (BSC) format for the 2014-15 operating year. The strategies and goals remain the same. The BSC format is fully incorporated in the 2015-16 Business Plan. Appendix G (on page 41 of this report) provides a Balanced Scorecard Reference Table for more detailed information.

Strategy #1: Training - Increase the number of individuals successfully moving through the apprenticeship system.

In order to successfully move through the system and achieve journeyperson certification an apprentice must attend technical training (typically eight weeks) and pass the exams on an annual basis, as well as accumulate required on the job training. The measures and targets in this strategy reflect the focus the SATCC brings to supporting apprentices towards this achievement.

Measures	2013-14 Actual	2014-15 Target	2014-15 Actual	% of 2014-15 Target	2014-15 Result
Increased number of technical training seats	6,448	6,700	**6,683**	99.7%	**Achieved**
Optimize the number of technical training seats filled by apprentices	98%	95%	**99.0%**	104.2%	**Achieved**
Evaluate Accuplacer / MyFoundationsLab participant satisfaction	86.0%*	N/A	**86.5%**	N/A	**N/A**
Implement alternative modes of technical training	1	2	**2**	100%	**Achieved**
Increase training partners' capacity to deliver training	N/A	4	**2**	50.0%	**Not Met**

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target; N/A = Not Available.
* This result is for a partial year as Accuplacer / MyFoundationsLab began during the 2013-14 year, so no target was set for 2014-15, the first full year of the program's operation.

SATCC staff continue to devote time and resources to ensuring all classes are filled to capacity. By increasing the number of available technical training seats and making sure those seats are filled by apprentices, the SATCC provides the opportunity for apprentices to advance through the system in a timely manner. The SATCC offered 6,683 technical training seats, 99.7 per cent of the 2014-15 target. At 99.0 per cent, SATCC achieved its target of 95 per cent to optimize technical training seats filled by apprentices.

Accuplacer/ MyFoundationsLab is an essential skills upgrading program provided free of charge to those individuals who apply for apprenticeship and don't meet minimum academic requirements. The objective of the program is to provide essential skills analysis and personalized upgrading before potential apprentices are registered. This helps ensure those who complete the program will have the required essential skills to be successful in their apprenticeship.

Exit surveys are conducted with those clients who complete Accuplacer/MyFoundationsLab to determine client satisfaction. 86.5 per cent of respondents indicated this program would help them to achieve success in their apprenticeship. This percentage is calculated as an average of the positive responses on the survey. There was no target set for this measure as this was the first full year of the program's operation.

SATCC achieved 100 per cent of its target to implement two alternate modes of technical training. These are developed to help alleviate pressure on the technical training providers and provide alternate means for those apprentices who may experience barriers in attending traditional block training (in-school training over a period of time, typically eight weeks).

The development of new types of training methods is often costly and dependent on training providers being able to develop curriculum. Based on budget and forecast demand, two carpentry hybrid courses were developed and introduced into the training schedule during 2014-15.

There were four summer classes planned for the 2014-15 training calendar to increase Sask Polytechnic's capacity to deliver training. Two of the classes were moved to the early fall due to scheduling changes by the training provider. Therefore, only two of the original four ran during the summer; resulting in this target not being met for the current year. Management recently developed a process to meet short term technical training capacity constraints by engaging alternate training providers.

Strategy #2: Increase the effectiveness of relationships with government, industry, public, trainers and under-represented groups to achieve higher completion rates.

The SATCC achieved all four targets under this goal. The results show the SATCC continues to deliver more skilled journeypersons to the Saskatchewan labour market.

Measures	2013-14 Actual	2014-15 Target	2014-15 Actual	% of 2014-15 Target	2014-15 Result
SK apprentices who passed Red Seal exam	75%	77%	**80%**	103.9%	**Achieved**
Real Completion Rate (RCR) compulsory trades	69.3%	69.1%	**69.0%**	99.7%	**Achieved**
Real Completion Rate (RCR) non-compulsory trades	59.5%	58.9%	**58.8%**	99.8%	**Achieved**
Number of registered Aboriginal apprentices	1,532	1,338	**1,389**	103.8%	**Achieved**

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

Success on the Red Seal exam is the final step in an apprentice achieving journeyperson certification. The SATCC reports the results for the previous calendar year as audited by Statistics Canada. 80 per cent of Saskatchewan apprentices passed the Red Seal exam in 2014, which is 103.9 per cent of the target of 77 percent.

The Real Completion Rate is calculated based on a method that follows individuals through the system and divides the number of apprentices who complete Level One training in a given year by the number of those same apprentices who receive Journeyperson certification within 2 years after the expected end of their program. The completion rate for each compulsory and non-compulsory trade is calculated on an annual basis and then averaged. The target set for each is an average of the previous five years of results.

For compulsory trades, the results of 69.0 per cent is 99.7 per cent of the target of 69.1 per cent. The 58.8 per cent result for non-compulsory trades is 99.8 per cent of the target.

The number of Aboriginal registered apprentices at 1,389 is 103.8 per cent of the target of 1,338. The 2013-14 result of 1,532 was much higher than previous years. Upon investigation, it was discovered the increase was mainly because of a number of inactive apprentices being included in the year end number and not a large increase in the actual number of active apprentices. These data errors were corrected during 2014-15.

Strategy #3: Funding - Secure sustainable funding from government, stakeholders and apprentices, adequate to support the labour market's training needs. Increase the effectiveness of relationships with government, industry, public, trainers and under-represented groups to achieve higher completion rates.

Measures	2013-14 Actual	2014-15 Target	2014-15 Actual	% of 2014-15 Target	2014-15 Result
Revenue sufficient to fund technical training for 65% of apprentices	64%	65%	**64.6%**	99.2%	**Progressed**
Maintain unrestricted surplus as required by SATCC Board policy ($000s)	2,894	537	**2,786**	519.3%	**Exceeded**

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

The provincial government grant and tuition fee revenues in 2014-15 were sufficient to fund apprentice technical training for 65 per cent of apprentices; however several classes were deferred due to low demand from the apprentices. This resulted in 64.6 per cent of apprentices attending training, which is 99.2 per cent of the target.

The SATCC exceeded the target $537,000 as an unrestricted surplus, with a result of $2.8 million. The target is set based on SATCC board policy to maintain a minimum unrestricted surplus that ensures the SATCC is fiscally viable.

Strategy #4: Industry Needs - Identify short-term and long-term industry needs for training, apprenticeship numbers and skills.

The SATCC achieved and exceeded the targets under this strategy, demonstrating the SATCC's continued commitment to meeting industry's needs.

Measures	2013-14 Actual	2014-15 Target	2014-15 Actual	% of 2014-15 Target	2014-15 Result
Consult regularly with industry sectors	4	2	**5**	250%	**Exceeded**
Consult regularly with active industry trade boards	123%	100%	**100%**	100%	**Achieved**

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

In previous years, the SATCC held facilitated industry consultations with industry groups and organizations. During 2014-15, these industry consultations shifted from general, facilitated consultations to a more focused and specific consultation format, with representatives from select trades, to support the Canadian Council of Directors of Apprenticeship (CCDA) Harmonization Initiative. This initiative seeks to improve labour mobility for apprentices through the harmonization of provincial and territorial apprenticeship training levels, training hours, trade names, and training delivery sequencing. These consultations ensure the process is industry-led.

The five consultations held in 2014-15 exceed the target of two meetings by 250 per cent. The target for consulting at least once per year with each active industry trade board was achieved at 100 per cent being consulted.

Strategy #5: Efficiency - Enhance SATCC's operational efficiency to meet stakeholder needs.

Measures	2013-14 Actual	2014-15 Target	2014-15 Actual	% of 2014-15 Target	2014-15 Result
Apprentice satisfaction with SATCC service delivery	N/A	90%	**91.2%**	101.3%	**Achieved**
Employer satisfaction with SATCC service delivery	N/A	92%	**94.2%**	102.4%	**Achieved**
Apprentice satisfaction with SATCC staff	N/A	84%	**74.0%**	88.1%	**Not Met**
Employer satisfaction with SATCC staff	N/A	82%	**80.7%**	98.4%	**Progressed**
Achieve business process improvements	2	2	**1**	50.0%	**Not Met**
Employee Satisfaction – understand vision	84%	80%	**78.0%**	97.5%	**Progressed**
Employee Satisfaction – have right information	47%	42%	**50.0%**	119.0%	**Exceeded**
Employee Satisfaction – find work fulfilling	82%	79%	**69.0%**	87.2%	**Not Met**

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

Apprentice and employer satisfaction with SATCC services were 91.2 per cent and 94.2 per cent, respectively. Both results achieved the targets set out for these measures at 90 per cent and 92 per cent.

Apprentice satisfaction with SATCC staff was 74 per cent, not meeting the target of 84 per cent. Employer satisfaction with SATCC staff at 80.7 per cent is progressing to meeting the target of 82 per cent. SATCC management will be assessing both these results and implementing a plan to address the shortfall in meeting the targets.

SATCC did not meet the target of achieving two business process improvements through the implementation of the two phases of the Online Apprenticeship Education Management System (OAEMS). The first phase was completed in January 2015. Phase II for this project was put on hold due to fiscal restraint.

Employee satisfaction is measured through an internally administered survey which asks employees a number of questions to measure aspects of their job satisfaction. Three of those aspects were used as measures. The target for each measure is the average of the results from the previous two surveys. There were not any employee satisfaction surveys done prior to 2012.

Seventy-eight per cent of employees indicate they understand the vision, mission, mandate and direction of the SATCC. This result is 97.5 per cent of the 80 per cent target. To address this, SATCC management added a section to discuss the strategic goals and measures in each issue of the internal newsletter. During the CEO's monthly stand up meeting, strategic initiatives and operations are highlighted and communicated to staff. Fifty per cent of employees indicate they have the right information at the right time, exceeding the target of 42 per cent.

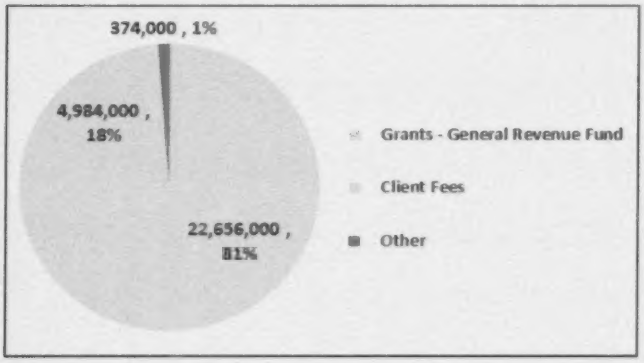
The target of 79 per cent of employees indicating they find their work fulfilling was not met. Instead, 69 per cent of employees agreed with this statement. A focus on client services, new procedures and reinforcement on work hours led to less self-direction in the workplace. There were policy and structural changes that may have impacted this measure. Management will be implementing a plan of action to address this shortfall in the target.

2015-16 Financial Highlights

Revenues

Total revenue was $28.0 million in 2014-15, approximately $1.4 million more than the $26.6 million posted in 2013-14. Grants from the Ministry of Economy comprise over 80 per cent of the SATCC's revenue with the bulk of the remainder coming from client fees (i.e. tuition and administrative fees charged to apprentices and employers). The remainder of this section provides a summary of revenue categories.

SATCC Revenue: 2014-15



Grant Revenue

The provincial grant received from the Ministry of Economy grew by $1 million from $21,656,000 in 2014-15 to $22,656,000 in 2013-14. The increase in the operating grant was to fund an additional 300 technical training seats (from 6,400 seats in 2013-14 to 6,700 seats in 2014-15).

Client Fees

The SATCC generated $4,984,000 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of approximately $361,000 over the $4,623,000 raised in fees in 2013-14. The increase in fees is due to higher tuition revenue from a higher number of technical training seats (from 6,400 seats in 2013-14 to 6,700 seats in 2014-15) as well as a $10 per week increase in tuition beginning January 1, 2015 (from $75 per week to $85 per week).

Other Revenues

Industry Contributions

The SATCC received $30,000 in industry donations for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship program. The Ministry of Advanced Education also provided $60,000 to the SYA program through its Saskatchewan Innovation and Opportunity Scholarship Fund.

Products and Services

Revenue from products and services increased from approximately $163,000 in 2013-14 to $253,000 in 2014-15. The majority of the increase is due to increased funding from the Ministry of Economy for the SATCC to provide learning disability assessments for apprentices to determine what, if any, accommodations an apprentice may need. The rest of the increase was from higher revenue generated from the SATCC's annual awards banquet, administrative payments/fees related to managing projects for the Canadian Council of the Directors of Apprenticeship (CCDA) and the Inter-provincial Computerized Exam Management System (ICEMS).

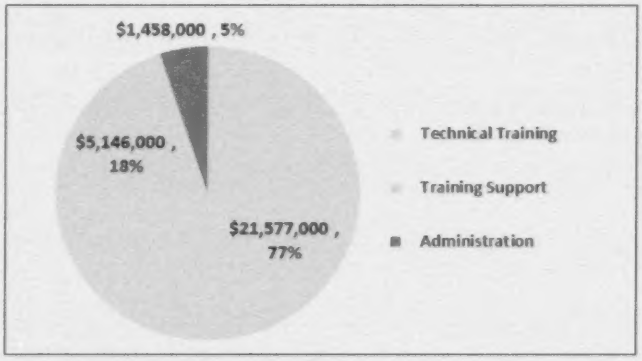
Interest

Revenue from interest payments was approximately $61,000 in 2014-15, down slightly from the $62,000 earned in 2013-14. The decrease is due to slightly lower interest rates.

Expenses

Total expenses were $28.2 million in 2014-15, approximately $3.0 million more than the $25.2 million posted in 2013-14. Technical training costs comprise over three quarters of the SATCC's total expenses. Training support expenses represent nearly one-fifth (18%) of total expenses with the remainder, approximately five per cent, coming from administrative expenses. The next section highlights the more important expenditure categories.

SATCC Expenses: 2014-15



Salary and Personnel Expenses

Salary costs were about $4,336,000 in 2014-15. This is approximately $208,000 higher than the $4,128,000 in salary costs in 2013-14 but approximately $255,000 lower than the $4,591,000 in the 2014-15 Budget. The SATCC had incorporated a 4.8 per cent vacancy rate but the actual vacancy rate was 9.4 per cent.

Program Contractual Services (Training Costs)

The SATCC's training providers delivered training valued

at $21.6 million in 2014-15. Total training costs were approximately $2.8 million higher in 2014-15 compared to the $18.8 million in training expenditures by the SATCC in 2013-14.

The two main causes for the increase in training expenditures are as follows:

1. Saskatchewan Polytechnic negotiated a new collective bargaining agreement with its staff in spring 2014. Under the training protocol agreement between the two organizations, the SATCC is responsible for retroactive payments from higher staffing costs related to training it has purchased due to any new collective bargaining agreement between Saskatchewan Polytechnic and its staff. As a result, the SATCC had to pay approximately $1 million combined for the 2012-13 and 2013-14 fiscal years plus a higher base price for training for the 2014-15 training year amounting to approximately $750,000; and

2. The SATCC planned an increase in the number of technical training seats from 6,400 seats in 2013-14 to 6,700 seats in 2014-15. The increase of 300 technical training seats cost the SATCC approximately $1 million more in training expenditures.

Other Contractual Services

The SATCC spent approximately $809,000 in 2014-15 in this category, down from $829,000 in 2013-14. The decrease is mainly due to reducing discretionary expenditures.

Board Expenses

Board expenses were approximately $167,000 in 2014-15, down slightly from the approximate $171,000 spent in 2013-14. This is mainly due to Commission Board directors completing less training than expected.

Advertising, Promotion and Printing

The SATCC spent approximately $298,000 in this category in 2014-15. This is approximately $51,000 more than the $248,000 spent in 2013-14. The increase in spending is mainly due to the development of an employer engagement campaign. The purpose of the campaign is to highlight the benefits of apprenticeship, from an employer's perspective. The goal of the campaign is to attract more employers to participate in the apprenticeship system (and have existing employers hire more apprentices). Only a portion of the employer engagement campaign was implemented in 2014-15 with work continuing in 2015-16.

Budget versus Actual Results

The SATCC budgeted a deficit of $390,000 in 2014-15 based on revenues of approximately $27.7 million, expenses of approximately $27.9 million and amortization of $150,000. The SATCC posted a deficit of approximately $315,000.

The decrease in the actual deficit, relative to the budgeted deficit, is based on higher-than-expected revenues being partially offset by higher-than-anticipated expenses.

At $28.0 million, revenues were approximately $355,000 higher than budget. This is mainly due to a $250,000 increase in grant funding from the Ministry of Economy for 2015-16 received for three months starting in April 2015. Additionally, there was increased revenue from higher client fees as well as revenue from products and services.

At $28.2 million, the SATCC's expenses were approximately $283,000 higher than budgeted. Technical training costs were nearly $820,000 more than budgeted for due to the higher-than-expected costs related to Saskatchewan Polytechnic's new collective bargaining agreement. The increase in technical training costs were partially offset by spending less than budgeted in other expense categories such as salaries and personnel, other contractual services, travel, advertising, promotion and printing, etc. The reduction in budgeted spending is due, in part, to fiscal restraint.

Accumulated Surplus

As of June 30, 2015, the SATCC has an accumulated surplus of approximately $3.5 million which is comprised of financial and non-financial assets. Net financial assets comprise approximately $3.1 million of the total accumulated surplus. The SATCC's net financial assets include approximately $137,000 for the Aboriginal Apprenticeship Initiatives (AAI) fund and approximately $214,000 in assets for the Sask. Youth Apprenticeship (SYA) Scholarship fund.

The Commission Board's policy requires a minimum of one month of operating expenses, not including technical training costs, to be maintained as an operational reserve. The SATCC met this covenant as the nearly $2.8 million unrestricted net financial asset balance exceeded the approximate $537,000 required under this policy.

2015-16 Budget Overview

The SATCC has budgeted a deficit of $1.252 million in 2015-16 (including amortization). The increase in the deficit is mainly due to an increase in technical training costs from an additional 300 training seats (from 6,700 in 2014-15 to 7,000 seats in 2015-16) and increased pricing per seat from technical training providers. Inflationary pressures beyond technical training are also anticipated to increase the SATCC's expenses.

Revenues are expected to increase approximately $1 million from a combination of an increase in grant funding from the Ministry of Economy and increased client fees. However, the revenue increase will only partially offset the expense increase thereby increasing the SATCC's deficit in 2015-16. The SATCC will draw down its accumulated surplus to finance the deficit.

Financial Results

Management Report
September 4, 2015

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise because they include certain amounts based on estimates and judgments.

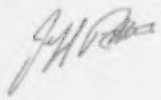
Management has ensured that the consolidated financial statements are presented fairly in all material respects. The financial information presented elsewhere in the annual report is consistent with that in the financial statements. Management has ensured that the organization is in compliance with the provisions of legislation and related authorities.

Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and, primarily through its Audit/Finance Committee, ensures that management fulfills its responsibilities for financial reporting. The Audit/Finance Committee is appointed by the board and is composed of directors who are not employees of SATCC.

The Audit/Finance Committee meets periodically with management and the auditor to discuss internal controls, auditing matters and financial and reporting issues to satisfy itself that each party is properly discharging its responsibilities. The audit committee reviews the financial statements and the auditors' report. The Audit/Finance Committee reports its findings to the board for its consideration when approving the financial statements for issuance.

The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan in accordance with Canadian generally accepted auditing standards. The report follows.



Jeff Ritter
Chief Executive Officer

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Apprenticeship and Trade Certification Commission, which comprise the consolidated statement of financial position as at June 30, 2015, and the consolidated statement of operations and accumulated surplus, consolidated statement of change in net financial assets, and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these consolidated financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2015, and the consolidated results of its operations, changes in its net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Judy Ferguson

Regina, Saskatchewan
October 9, 2015

Judy Ferguson, FCPA, FCA
Provincial Auditor

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} www.auditor.sk.ca

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2015	2014 Restated (Note 13)
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 5,589,385	$ 5,760,072
Accounts Receivable (Note 6)	136,392	72,884
Total Financial Assets	**5,725,777**	**5,832,956**
Liabilities:		
Accounts Payable and Accrued Liabilities	449,997	384,132
Accrued Leave Liabilities	282,179	345,724
Deferred Revenue (Note 7)	1,089,940	1,074,785
Deferred Contributions (Note 8)	767,283	730,200
Total Liabilities	**2,589,398**	**2,534,841**
Net Financial Assets (Note 10)	**3,136,379**	**3,298,115**
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	304,468	449,551
Inventory of Promotional Supplies	7,016	8,985
Prepaid Expenses	54,495	60,951
Total Non-Financial Assets	**365,979**	**519,487**
Accumulated Surplus (Statement 2)	**$ 3,502,358**	**$ 3,817,602**

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended June 30

		2015 Budget (Note 12)	2015 Actual	2014 Actual
Revenue:				
	Grants – General Revenue Fund	$ 22,406,000	$ 22,655,999	$ 21,655,998
	Client Fees	4,956,800	4,984,031	4,623,009
	Industry Contributions	120,000	60,000	120,268
	Products and Services	140,000	251,997	162,676
	Interest	35,000	60,902	62,328
	Total Revenue	**$ 27,657,800**	**$ 28,012,929**	**$ 26,624,279**
Expenses:				
	Salaries and Personnel	$ 4,591,600	$ 4,336,237	$ 4,127,786
	Program Contractual Services	20,757,400	21,576,620	18,753,794
	Other Contractual Services	932,100	809,339	828,856
	Board Expenses (Note 11)	164,400	166,651	170,891
	Travel	251,900	180,984	215,730
	Telephone	73,000	64,165	66,283
	Advertising, Promotion and Printing	346,400	297,991	247,389
	Space Rental	452,000	454,023	440,635
	Equipment Rental	35,500	34,044	30,910
	Office Supplies	85,000	57,118	79,798
	Postage, Courier and Freight	140,000	133,206	118,778
	Other	68,700	70,129	72,775
	Amortization	149,600	147,665	150,553
	Total Expenses	**28,047,600**	**28,328,173**	**25,304,178**
Annual (Deficit)/Surplus After Amortization		$ (389,800)	$ (315,244)	**$ 1,320,101**
Accumulated Surplus, Beginning of Year			**3,817,602**	**2,497,501**
Accumulated Surplus, End of Year (to Statement 1)			**$ 3,502,358**	**$ 3,817,602**

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2015 Budget (Note 12)	2015	2014
Annual (Deficit)/**Surplus**	$ (389,800)	$ (315,244)	**$ 1,320,101**
Purchase of Tangible Capital Assets	(10,000)	(2,673)	(6,018)
Amortization of Tangible Capital Assets	149,600	147,665	150,553
Loss on Disposal of Tangible Capital Assets	-	91	159
	139,600	**145,083**	**144,694**
Acquisition of Prepaid Expenses	-	6,456	(18,265)
Decrease/(Increase) in Inventory of Promotional Supplies	-	1,969	(858)
	-	**8,425**	(19,123)
(Decrease)/**Increase in Net Financial Assets**	(250,200)	(161,736)	**1,445,672**
Net Financial Assets, Beginning of Year	**3,298,115**	**3,298,115**	**1,852,443**
Net Financial Assets, End of Year	**$ 3,047,915**	**$ 3,136,379**	**$ 3,298,115**

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2015	2014 Restated (Note 13)
Operating Activities:		
Cash Receipts from General Revenue Fund	$ 22,655,999	$ 21,700,998
Cash Receipts from Clients	4,931,387	4,726,884
Industry Contributions Received	97,083	149,692
Receipts from the Sale of Products and Services	244,932	156,451
Interest Received	64,858	58,951
Cash Paid to Employees	(4,386,465)	(4,224,924)
Cash Paid to Provide Program Services	(21,486,494)	(18,837,773)
Cash Paid to Suppliers	(2,289,314)	(2,297,195)
Cash provided by Operating Activities	(168,014)	1,433,084
Capital Activities:		
Purchase of Tangible Capital Assets	(2,673)	(6,018)
Cash Applied to Capital Activities	(2,673)	(6,018)
(Decrease)/**Increase in Cash**	(170,687)	**1,427,066**
Due from General Revenue Fund, Beginning of Year	**5,760,072**	**4,333,006**
Due from General Revenue Fund, End of Year	**$ 5,589,385**	**$ 5,760,072**

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2015

1. Description of Business

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) was established as an entity by *The Apprenticeship and Trade Certification Act, 1999* effective October 1, 1999.

The SATCC is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the SATCC is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of CPA Canada and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the SATCC consists of monies provided by the General Revenue Fund (Ministry of the Economy and Ministry of Advanced Education) to operate the SATCC and train apprentices, industry contributions, client fees which includes fees charged to apprentices as well as Saskatchewan Advantage Scholarship funds from the Ministry of Advanced Education for those apprentices that qualified, monies collected from the sale of products and services and interest revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided. Government transfers are recorded as revenue in the year they are authorized, any eligibility criteria are met, and a reasonable estimate of the amount can be made except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost.

Tangible capital assets are amortized on a straight-line basis over the following estimated useful life of the asset.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The SATCC has a 2.9% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian public sector accounting standards. These standards require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

3. Due from the General Revenue Fund

The monies of the SATCC are deposited in the General Revenue Fund. Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis using the Government's thirty day borrowing rate and the SATCC's average daily account balance. The average rate for the period July 1, 2014 to June 30, 2015 was 0.854% (2014 - 0.988%).

4. Related Party Transactions

These financial statements include transactions with related parties. The SATCC is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the SATCC pays Provincial Sales Tax to the Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The SATCC has not been charged with any administrative costs associated with administrative services provided by the Ministry of the Economy and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the SATCC.

The following table summarizes the SATCC's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

	2015	2014
Expenses:		
Ministry of Central Services	$ 571,802	$ 619,772
Great Plains College	150	46,686
Parkland College	204,627	271,129
SaskTel	64,556	65,989
SaskPower	379,612	311,249
Saskatchewan Polytechnic	19,767,280	17,220,372
Southeast College	340	18,415
Tourism Saskatchewan	37,911	31,224
Western Trade Training Institute	180,413	149,653
Other Related Party Transactions	50,920	50,369
	$ 21,257,611	$ 18,784,858
Accounts Payable:	$ 166,069	$ 141,874
Accounts Receivable:	$ 117,513	$ 49,069

Other transactions and amounts due to and from related parties are described separately in the financial statements and notes.

Interprovincial Computerized Examination Management System (ICEMS)

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The SATCC is a member of the ICEMS Steering Committee. The SATCC has joint control over the operating policies of ICEMS. The SATCC's pro-rata share of its interest in this joint venture is as follows:

	2015	2014 Restated (Note 13)
Due from General Revenue Fund (GRF)	$ 23,325	$ 1,748
Accounts Receivable	477	556
Accounts Payable and Accrued Liabilities	1,905	1,487
Deferred Revenue	19,308	-
Revenue – Products and Services	23,653	11,559
Expenses – Other Contractual Services	21,882	23,927

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the SATCC. The ICEMS Steering Committee approves disbursements from monies held in trust by the SATCC to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above.

At June 30, 2015, the SATCC held in trust cash for ICEMS in the amount of $804,539 (2014 - Restated $60,302). During the year, the SATCC received $1,484,592 (2014 - Restated $348,062) for ICEMS and disbursed $740,355 (2014 - $861,507). The Government of Canada paid the 2015-16 provincial contribution ($635,201) and administration fee ($32,021) in June 2015. The SATCC's portion of the revenue ($19,308) has been recorded as deferred revenue.

5. Financial Instruments

The SATCC's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. The SATCC is not exposed to significant credit, interest rate or liquidity risk from these financial instruments.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2015	2014
Interest receivable	11,493	15,882
Client fees receivable	111,085	41,870
Other	13,814	15,132
Total Accounts Receivable	$ 136,392	$ 72,884

7. Deferred Revenue

Deferred revenue is comprised of $1.071 million in tuition fees received from apprentices before June 30, 2015, for training which will occur after June 30, 2015, and $19,308 in ICEMS related revenue. See Note 4 Related Party Transactions (ICEMS) for more details.

8. Deferred Contributions

Deferred Contributions represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships and Saskatchewan Innovation and Opportunity Scholarship Programs. In 2014-15, the SATCC received funds from industry totaling $30,000 (2014 - $21,000). In 2014-15, $8,083 was earned in interest (2014 - $8,420).

9. Operating Lease

The SATCC entered into lease agreements for rental space at 2140 Hamilton Street, Regina (expires June 30, 2017), 603-45th Street West, Saskatoon (expires July 31, 2016), and 141-15th Street East, Prince Albert (expires July 31, 2018). The annual lease payments agreed to are:

2015-16	$211,844
2016-17	$145,844
2017-18	$14,300

The SATCC is responsible for the payment of operating expenses related to these premises.

10. Designated Assets

Designated assets represent amounts set aside by the SATCC Board for specific purposes. These amounts are not available for other purposes without written permission of the Board. As of June 30, financial assets have been set aside for the following purposes:

	2015	2014
Financial assets designated for Aboriginal initiatives	$ 136,496	$ 104,264
Financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program	213,717	299,800
Undesignated financial assets	2,786,166	2,894,051
Total Net Financial Assets	$ 3,136,379	$3,298,115

11. Board Expenses

The Apprenticeship and Trade Certification Act, 1999 establishes the SATCC Board and Trade Boards. The *Apprenticeship and Trade Certification Commission Regulations* establishes the Curriculum and Examination Development Boards and Trade Examining Boards. Honoraria and Travel expenses are paid to these board members for attendance at meetings.

The SATCC Board manages the business and affairs of the SATCC to ensure that they are conducted in accordance with *The Apprenticeship and Trade Certification Act, 1999* and regulations.

Other Boards in the table below include Trade Boards, Trade Examining Boards, and Curriculum and Examination Development Boards. Trade Boards are responsible for reviewing the Human Resource Plans and making recommendations to the SATCC Board regarding entrance requirements, training requirements, certification requirements and changes to regulations. Trade Examining Boards assist in the examination of candidates and assessment of the applicant's past experience and training to determine the applicant's eligibility. The main role of Curriculum and Examination Development Boards is to develop or revise curricula suitable for the training of apprentices and tradespersons, develop or revise examinations to be administered to apprentices and participate in developing, revising and validating inter-provincial standard examinations.

	2015	2014
SATCC Board - Honorarium	$ 14,222	$ 18,083
SATCC Board - Travel	10,795	16,740
SATCC Board - Training	2,000	14,375
Other Boards - Honorarium	61,821	55,793
Other Boards - Travel	77,813	65,900
Total Board Expenses	$166,651	$170,891

12. Budget

The operating budget was approved by the SATCC Board on August 26, 2014.

13. Correction of Prior Year Error

Prior year amounts have been restated due to errors in recording cash received by the SATCC for the Interprovincial Computerized Examination Management System (ICEMS) in 2013-14. The impact of this correction is shown in the tables below.

Impact on Statement 1 - Consolidated Statement of Financial Position

As at June 30, 2014	As Previously Reported	Correction of Prior Year Error	As Restated
Due from General Revenue Fund	$5,718,269	$41,803	$5,760,072
Total Financial Assets	$5,791,153	$41,803	$5,832,956
Accounts Payable and Accrued Liabilities	$342,329	$41,803	$384,132
Total Liabilities	$2,493,038	$41,803	$2,534,841

Impact on Statement 4 - Consolidated Statment of Cash Flows

As at June 30, 2014	As Previously Reported	Correction of Prior Year Error	As Restated
Cash Paid to Suppliers	$2,338,998	($41,803)	$2,297,195
Cash Provided by Operating Activities	$1,391,281	$41,803	$1,433,084
Increase in Cash	$1,385,263	$41,803	$1,427,066
Due from General Revenue Fund, End of Year	$5,718,269	$41,803	$5,760,072

Impact on Note 4 - ICEMS

As at June 30, 2014	As Previously Reported	Correction of Prior Year Error	As Restated
Due from General Revenue Fund	$2,997	($1,249)	$1,748
ICEMS Cash Held in Trust	$103,392	($43,090)	$60,302
ICEMS Receipts	$391,152	($43,090)	$348,062

14. Comparative Amounts

Certain prior year comparative figures have been reclassified to conform with the current year's presentation of the financial statements.

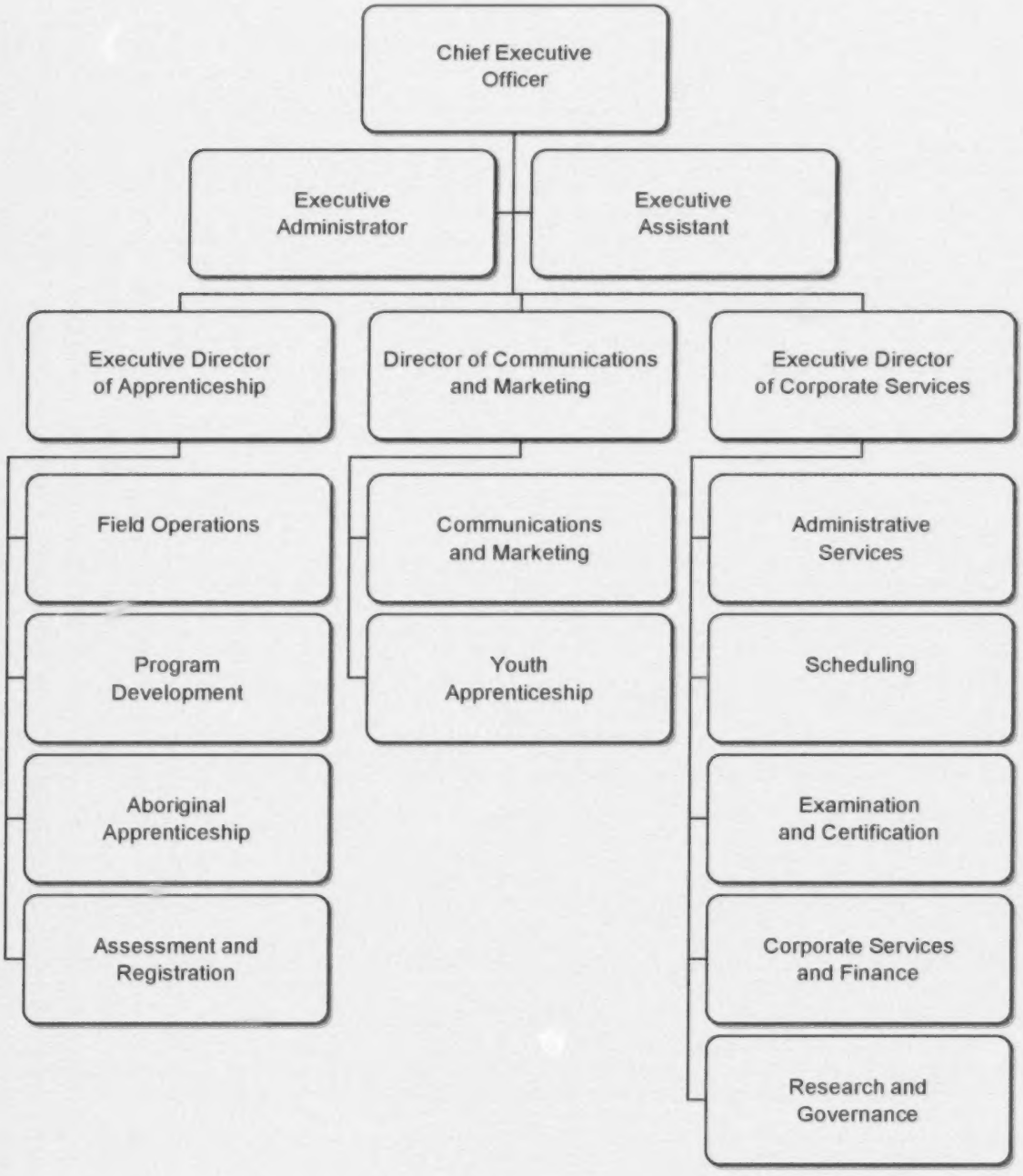
Schedule 1

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30

	2015							2014
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 965,342	$282,385	$ 47,008	$ 123,901	$ 76,922	$ 253,525	$ 1,749,083	$ 1,743,276
Additions during the year	-	-	2,673	-	-	-	2,673	6,018
Disposals during the year	-	(87)	(57)	-	-	-	(144)	(211)
Closing cost	965,342	282,298	49,624	123,901	76,922	253,525	1,751,612	1,749,083
Opening accumulated amortization	602,629	200,084	44,495	121,877	76,922	253,525	1,299,532	1,149,031
Annual amortization cost	123,398	21,138	1,105	2,024	-	-	147,665	150,553
Amortization related to disposals	-	(53)	-	-	-	-	(53)	(52)
Closing accumulated amortization	726,027	221,169	45,600	123,901	76,922	253,525	1,447,144	1,299,532
Net book value of tangible capital assets	$ 239,315	$ 61,129	$ 4,024	$ -	$ -	$ -	$ 304,468	$ 449,551

Appendix A:

Organization Chart - June 30, 2015



Appendix B: Key Operational Factors

Key Operational Factors and Activities	July 1, 2014 to June 30, 2015	July 1, 2013 to June 30, 2014
Registered apprentices	9,953	10,352
Newly registered apprentices	3,014	3,059
Youth apprentices	3,863	4,036
Purchase of technical training seats	6,683	6,448
Technical training attendance	6,701*	6,417
Training allowance claims processed	6,447	6,185
Employer consultations	3,918	4,354
Work experience assessments administered	24,213	18,247
Psycho-educational assessments administered	117	105
Written examinations administered	3,140	3,361
Practical examinations administered	617	446
Journeyperson certificates issued	1,799	1,851
Industry board/committee meetings held	154	127
Foreign trained worker consultations	215	238
Foreign trained worker assessments	7,962	2,845
Revenue generation (total non-grant revenue)	$4,984,031	$4,623,000

** Technical Training Attendance includes apprentices who were sent out of province for technical training. These apprentices are not counted in the Purchase of Technical Training Seats.*

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2010-11 to 2014-15					
Year	Newly Registered Apprentices	Journeyperson Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2014-15	3,014	1,799	1,594	1,819	9,953
2013-14	3,059	1,851	1,501	1,229	10,352
2012-13	3,348	1,664	1,521	1,528	10,023
2011-12	3,202	1,682	1,541	1,379	9,724
2010-11	2,854	1,576	1,328	1,220	9,442

Certificates issued from July 1, 2014 to June 30, 2015:

- Journeyperson* - 1,799
- Proficiency* - 38
- Completion of Apprenticeship* - 1,594
- Learners* - 249
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 7,807

**For an explanation of the type of certificates issued, please see page 46, Appendix H: Definitions of Terms Used in This Report*

Saskatchewan Apprentice Registrations of Under-Represented Groups 2010-11 to 2014-15						
Year	Total Number of Under-Represented Groups	Total Women	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2014-15	3,007	907	454	1,388	283	429
2013-14	2,961	946	445	1,532	238	245
2012-13	2,720	884	377	1,383	214	239
2011-12	2,662	950	355	1,288	174	250
2010-11	2,579	853	332	1,272	165	289

** Individuals may fit into multiple under-represented groups and are counted only once in the total.*

Saskatchewan Youth Apprenticeship Program Five-Year Overview 2010-11 to 2014-15					
Year	Total Number of High Schools Enrolled	Total Number of Students Registered as Youth Apprentices	Total Number of Students Issued a Certificate of Completion	Total Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program	Total Number of SYA Presentations to School Groups
2014-15	300	3,863	507	146	220
2013-14	287	4,036	534	130	234
2012-13	277	3,791	305*	122	316
2011-12	265	3,508	743	151	327
2010-11	255	3,858	925	111	408

** Decrease in numbers due to a change in tracking and issuing of completion certifications. Previous numbers include students completing each level. Now the number reflects only those who are completed or will no longer be taking part in the program.*

Aboriginal Apprenticeship Participation 2010-11 to 2014-15						
Year	Total Aboriginal Apprentices Registered at June 30	First Nations*	Métis	Total Aboriginal Journeyperson Certificates Issued (includes both apprentices and trade qualifiers)	First Nations*	Métis
2014-15	1,388	899	489	143	68	75
2013-14	1,532	1,002	530	124	74	50
2012-13	1,383	909	474	144	73	71
2011-12	1,288	--	--	112	--	--
2010-11	1,272	--	--	123	--	--

** Includes Inuit.*
-- No data available.
Aboriginal individuals made up 13.9% of all registered apprentices in 2014-15.
Aboriginal individuals were issued 7.9% of all journeyperson certificates in 2014-15.
Upon investigation, it was discovered the increase was mainly because of a number of inactive apprentices being included in the year end number and not a large increase in the actual number of active apprentices. These data errors were corrected during 2014-15.

Appendix C: Registrations, Completions and Cancellations by Designated Trade 2014-15

Trade	Number of Apprentices June 30, 2014	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2015
Agricultural Equipment Technician	253	87	48	45	247
Aircraft Maintenance Engineer Technician*	0	0	0	0	0
Automotive Service Technician	354	131	52	69	364
Boilermaker	35	11	5	9	32
Bricklayer	41	15	4	5	47
Cabinetmaker	11	3	0	1	13
Carpenter	1,442	380	513	139	1,170
Sub-trade: Framer	9	1	1	0	9
Sub-trade: Scaffolder	281	41	65	22	235
Construction Craft Labourer	3	11	1	0	13
Construction Electrician	2,127	477	154	354	2,096
Cook	122	51	26	7	140
Drywall and Acoustical Mechanic	0	21	1	0	20
Electronics Assembler	6	0	2	1	3
Esthetician - Nail Technician	6	1	4	0	3
Esthetician - Skin Care Technician	6	2	0	2	6
Food and Beverage Person	37	6	5	2	36
Glassworker	11	0	2	0	9
Guest Services Representative	8	18	5	6	15
Hairstylist	396	181	116	132	329
Heavy Duty Equipment Technician	331	109	57	33	350
Industrial Mechanic (Millwright)	559	137	76	121	499
Instrumentation and Control Technician	151	61	15	27	170
Insulator (Heat and Frost)	73	8	16	7	58
Ironworker (Reinforcing)	10	0	0	0	10
Ironworker (Structural/Ornamental)	128	33	18	20	123
Landscape Horticulturist	3	0	0	1	2
Sub-trade: Elm Tree Pruner	0	0	0	0	0
Locksmith	5	2	4	0	3
Machinist	117	39	28	21	107
Meat Cutter	0	0	0	0	0
Endorsement: Processor	0	0	0	0	0
Endorsement: Slaughterer	0	0	0	0	0
Metal Fabricator (Fitter)	50	16	17	11	38
Mobile Crane Operator	21	9	3	6	21
Sub-trade: Boom Truck Operator "A"	73	25	30	1	67

Trade	Number of Apprentices June 30, 2014	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2015
Sub-trade: Boom Truck Operator "B"	9	3	8	0	4
Sub-trade: Lattice Boom Crane Operator	4	3	2	0	5
Mobile Crane Operator (Hydraulic)	71	28	14	9	76
Motor Vehicle Body Repairer (Metal and Paint)	111	37	13	28	107
Sub-trade: Automotive Painter	0	3	0	0	3
Painter And Decorator	9	0	0	1	8
Partsperson	75	28	16	9	78
Pipeline Equipment Operator	0	0	0	0	0
Endorsement: Dozer Operator	1	0	1	0	0
Endorsement: Excavator Operator	0	0	0	0	0
Endorsement: Grader Operator	0	0	0	0	0
Endorsement: Sideboom Operator	0	0	0	0	0
Plasterer	0	0	0	0	0
Plumber	1,149	316	127	173	1,165
Pork Production Technician	0	0	0	0	0
Endorsement: Breeder	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0
Endorsement: Grower-Finisher	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0
Powerline Technician	253	92	31	36	278
Refrigeration and Air Conditioning Mechanic	119	45	20	26	118
Rig Technician					
- Derrickhand (Level Two)	84	27	26	7	78
- Driller (Level Three)	93	12	16	15	74
- Motorhand (Level One)	181	54	49	26	160
Roofer	23	0	3	0	20
Sheet Metal Worker	309	96	44	43	318
Sprinkler Systems Installer	58	13	0	11	60
Steamfitter-Pipefitter	250	50	30	23	247
Sub-trade: Petroleum Installer Technician	3	1	1	0	3
Tilesetter	7	0	3	0	4
Tower Crane Operator	4	6	1	0	9
Truck and Transport Mechanic	205	71	31	28	217
Water Well Driller	0	0	0	0	0
Welder	665	253	115	117	686
Sub-trade: Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	10,352	3,014	1,819	1,594	9,953

*Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.

Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2014-15

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Equipment Technician	178	47	36	50	45
Aircraft Maintenance Engineer Technician[1]	0	0	0	0	0
Automotive Service Technician	274	76	71	59	68
Boilermaker	36	7	9	11	9
Bricklayer	29	11	11	7	n/a
Cabinetmaker	2	0	0	1	1
Carpenter	821	220	177	257	167
Sub-trade: Framer	0	0	n/a	n/a	n/a
Sub-trade: Scaffolder	174	38	60	52	24
Construction Craft Labourer	0	0	0	n/a	n/a
Construction Electrician	1,844	408	573	480	383
Cook	53	8	28	17	n/a
Drywall and Acoustical Mechanic	0	0	0	0	n/a
Electronics Assembler	0	0	0	n/a	n/a
Esthetician - Nail Technician*	0	0	0	n/a	n/a
Esthetician - Skin Care Technician*	0	0	0	n/a	n/a
Food and Beverage Person**	6	6	n/a	n/a	n/a
Glassworker	1	0	1	0	0
Guest Services Representative**	16	16	n/a	n/a	n/a
Hairstylist*	0	0	0	n/a	n/a
Heavy Duty Equipment Technician	201	60	60	57	24
Industrial Mechanic (Millwright)	381	60	81	120	120
Instrumentation and Control Technician	66	33	11	12	10
Insulator (Heat and Frost)	36	13	11	12	n/a
Ironworker (Reinforcing)	0	0	0	n/a	n/a
Iroonworker (Structural/Ornamental)	72	24	24	24	n/a
Landscape Horticulturist	4	2	1	0	1
Locksmith	1	1	0	0	n/a
Machinist	60	0	11	25	24
Meat Cutter	0	0	0	0	n/a
Metal Fabricator (Fitter)	36	12	12	12	n/a
Mobile Crane Operator	12	2	5	5	n/a
- Lattice Boom Crane Operator	1	1	0	0	n/a
- Boom Truck Operator A	20	13	7	n/a	n/a
- Boom Truck Operator B	1	0	1	n/a	n/a

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Mobile Crane Operator (Hydraulic)	29	11	11	7	n/a
Motor Vehicle Body Repairer (Metal and Paint)	78	20	19	16	23
- Automotive Painter	1	1	0	n/a	n/a
Painter and Decorator	2	0	1	1	n/a
Partsperson	54	18	14	22	n/a
Pipeline Equipment Operator[2]	0	0	0	n/a	n/a
Plasterer[3]	0	0	0	0	n/a
Plumber	879	222	252	196	209
Pork Production Technician	0	0	0	n/a	n/a
Powerline Technician	235	85	68	50	32
Refrigeration and Air Conditioning Mechanic	84	12	24	24	24
Rig Technician	33	16	0	17	n/a
Roofer	0	0	0	0	n/a
Sheet Metal Worker	201	82	24	48	47
Sprinkler Systems Installer	29	13	8	8	n/a
Steamfitter/Pipefitter	182	42	42	70	28
- Petroleum Installer Technician	1	1	0	0	n/a
Tilesetter	0	0	0	n/a	n/a
Tower Crane Operator	1	1	0	n/a	n/a
Truck and Transport Mechanic	120	36	36	24	24
Water Well Driller	0	0	0	n/a	n/a
Welder	298	96	83	119	n/a
- Semiautomatic Welding Production Operator	0	0	0	n/a	n/a
Total apprentices in training[4]	6,552	1,714	1,772	1,803	1,263
Total upgraders in training	149				
Total in Training	6,701				

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship.
[2]Pipeline Equipment Operator - There is presently no technical training available in Saskatchewan for this trade.
[3]Plasterer - There is presently no technical training available in Canada for this trade.
[4]This total includes 86 apprentices trained out of province.
[5]Technical training is completed prior to registration.
[6]Technical training is in partnership with Tourism Saskatchewan.
n/a - No applicable training for this trade/level.

Appendix E:

Journeyperson Examinations 2014-15

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Equipment Technician	61	47	14
Aircraft Maintenance Engineer Technician	n/a	n/a	n/a
Automotive Service Technician	92	79	13
Boilermaker	10	9	1
Bricklayer	10	6	4
Cabinetmaker	6	n/a	n/a
Carpenter	234	149	85
Sub-trade: Framer	n/a	n/a	n/a
Sub-trade: Scaffolder	29	26	3
Construction Craft Labourer	24	9	15
Construction Electrician	479	376	103
Cook	68	23	45
Drywall and Acoustical Mechanic	n/a	n/a	n/a
Electronics Assembler	n/a	n/a	n/a
Esthetician - Nail Technician	8	6	2
Esthetician - Skin Care Technician	10	8	2
Food and Beverage Person	n/a	n/a	n/a
Glassworker	n/a	n/a	n/a
Guest Services Representative	n/a	n/a	n/a
Hairstylist	221	163	58
Heavy Duty Equipment Technician	70	40	30
Industrial Mechanic (Millwright)	163	132	31
Instrumentation and Control Technician	46	31	15
Insulator (Heat and Frost)	12	11	1
Ironworker (Reinforcing)	1	n/a	n/a
Ironworker (Structural/Ornamental)	42	31	11
Landscape Horticulturist	1	n/a	n/a
Endorsement: Elm Tree Pruner	n/a	n/a	n/a
Locksmith	1	n/a	n/a
Machinist	33	25	8
Meat Cutter	1	n/a	n/a
Endorsement: Processor	n/a	n/a	n/a
Endorsement: Slaughterer	n/a	n/a	n/a
Metal Fabricator (Fitter)	16	14	2
Mobile Crane Operator	6	n/a	n/a
Sub-trade: Boom Truck Operator "A"	18	11	7
Sub-trade: Boom Truck Operator "B"	1	n/a	n/a
Sub-trade: Lattice Boom Crane Operator	n/a	n/a	n/a

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Mobile Crane Operator (Hydraulic)	14	11	3
Motor Vehicle Repairer (Metal and Paint)	31	29	2
Sub-trade: Automotive Painter	n/a	n/a	n/a
Painter and Decorator	7	3	4
Partsperson	30	21	9
Pipeline Equipment Operator			
Endorsement: Dozer Operator	n/a	n/a	n/a
Endorsement: Excavator Operator	n/a	n/a	n/a
Endorsement: Grader Operator	n/a	n/a	n/a
Endorsement: Sideboom Operator	n/a	n/a	n/a
Plasterer	n/a	n/a	n/a
Plumber	276	176	100
Pork Production Technician			
Endorsement: Breeder	n/a	n/a	n/a
Endrosement: Facilities Maintenance	n/a	n/a	n/a
Endorsement: Farrowing	n/a	n/a	n/a
Endorsement: Grower-Finisher	n/a	n/a	n/a
Endorsement: Nursery Management	n/a	n/a	n/a
Powerline Technician	39	36	3
Refrigeration and Air Conditioning Mechanic	29	25	4
Rig Technician			
- Derrickhand (Level Two)	9	6	3
- Driller (Level Three)	34	32	2
- Motorhand (Level One)	30	23	7
Roofer	n/a	n/a	n/a
Sheet Metal Worker	53	43	10
Sprinkler Systems Installer	10	9	1
Steamfitter-Pipefitter	80	40	40
Sub-trade: Petroleum Installer Technician	n/a	n/a	n/a
Tilesetter	n/a	n/a	n/a
Tower Crane Operator	n/a	n/a	n/a
Truck and Transport Mechanic	52	34	18
Water Well Driller	n/a	n/a	n/a
Welder	222	139	83
Sub-trade: Semiautomatic Welding Production Operator	1	n/a	n/a
TOTAL	2,586	1,862	724

'Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.
n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

Appendix F: Saskatchewan's Designated Trades and Industry Sectors

Agriculture, Tourism and Service Sector

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Landscape Horticulturist
- □ Elm Tree Pruner

Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction Sector

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Construction Electrician (IP)*+
Drywaller and Acoustical Mechanic (IP)
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (Heat and Frost) (IP)
Ironworker (Reinforcing) (IP)
Ironworker (Structural/Ornamental) (IP)
Mobile Crane Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Lattice Boom Crane Operator

Mobile Crane Operator (Hydraulic) (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)+
Powerline Technician (IP)
Refrigeration and Air Conditioning Mechanic (IP)*+
Roofer (IP)
Sheet Metal Worker (IP)+
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Tower Crane Operator (IP)
Water Well Driller

Production and Maintenance Sector

Construction Electrician (IP)*+
Electronics Assembler
Instrumentation and Control Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Metal Fabricator (Fitter) (IP)
Refrigeration and Air Conditioning Mechanic (IP)*+
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Welder (IP)
- □ Semiautomatic Welding Production Operator

Motive Repair Sector

Agricultural Eqiupment Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Technician (IP)
Motor Vehicle Body Repairer (Metal and Paint) (IP)
- □ Automotive Painter (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ *Represents a sub-trade or endorsement*
• *Represents a journeyperson certificate in the trade specialty*
* *The designated trade is part of more than one industry sector*
(IP) *This trade or sub-trade is recognized with the Red Seal interprovincial status*
\+ *Compulsory Trade*

Appendix G: Balanced Scorecard Reference Table

Measure	Description	Purpose	Methodology	2014-15 Target Explanation	2016-19 Trend Explanation
Increased number of technical training seats available to meet the demand by apprentices Lead: Corporate Services	Apprentices receive training on the job and by attending technical training. In order to achieve journeyperson certification an apprentice must attend technical training on an annual basis, as well as accumulating on the job training.	More apprentices trained.	The SAICC uses a forecasting method to determine the number of training seats required for the next three years. The forecasting takes into account the current number of active apprentices by trade, by level of training. It also uses historical data related to attendance patterns on a trade by trade basis and historical growth patterns over the past five years.	6,700 training seats purchased, increased from 6,400 training seats (4.7% increase) purchased in 2013-14.	Management has set a target of 7,000 seats based on forecasting methods to meet the apprentice demand.
Optimize the number of technical training seats filled by apprentices Lead: Corporate Services	The SAICC compares the number of technical training seats purchased with the number of technical training seats used by apprentices.	More apprentices are trained.	The number of technical training seats purchased is divided by the number of seats filled by apprentices to find the fill rate. The number of seats purchased and filled includes the upgraders seats as SAICC pays full price for those seats; the number of seats purchased does not include the number of apprentices who attend technical training outside of Saskatchewan.	The rolling five year average is a new target for 2013-14. Previously the target had been set at 90%; over the last four years the fill rate has been between 94.1% and 96.6%. In order to set a target that is achievable and reasonable, the five year average was chosen. SAICC training coordinators continue to devote time and resources to ensuring all classes are filled to capacity.	Due to the increase in fill rate, it is expected that the five year rolling average will increase in the out years.
Implement and evaluate Accuplacer/ MyFoundationsLab Lead: Apprenticeship	Survey Accuplacer MyFoundationsLab participants' to measure their experience and confidence that the program provided the essential skills needed to be successful in their apprenticeship.	Minimize impact of barriers to apprentice success by providing essential skill testing and upgrading before potential apprentices are registered as apprentices.	Exit surveys are conducted with those clients who complete Accuplacer/ MyFoundationsLab. They are asked a series of questions to measure whether or not the program was helpful in upgrading their skills.	Accuplacer/ MyFoundationsLab is an essential skills upgrading program. Completion is required by those who apply for apprenticeship and don't meet minimum academic requirements. The objective is that those who complete the program will have the required essential skills to be successful in their apprenticeship. This is a new program instituted in 2013-14 and has not yet been evaluated. The exit survey will support other program evaluation to determine if those who complete the program are as successful as the entire population of apprentices.	N/A

Measure	Description	Purpose	Methodology	2014-15 Target Explanation	2016-19 Trend Explanation
Implement alternate modes of technical training Lead: Apprenticeship	Undertake innovation in technical training delivery, including alternate methods from block training.	By introducing innovative ways to deliver technical training, it will help alleviate pressure on the technical training providers and provide alternate means for those apprentices who may experience barriers in attending block training.	In 2013-14 a "hybrid" level one carpentry course was piloted. It combined online and reduced in class technical training. As a follow on to the level one carpentry, a level two and level three hybrid course was developed and will be introduced into the training schedule during 2014-15. The class must be filled to proceed.	Both the level two and three courses were developed and the classes were filled. The classes were delivered in November and finished in December 2014.	The development of new types of training methods is often costly and dependent on training providers being able to deliver curriculum. It is considered that based on the budget in the out years, the SATCC will be able to undertake two new methods per year.
Increase training partners capacity to deliver training Lead: Corporate Services	SATCC will work with training institutions to encourage ways to increase their capacity to deliver technical training to meet SATCC demand.	The continued growth in demand for apprenticeship technical training has stretched training providers' capacity to keep up with demand.	SATCC management encourages training providers to implement innovative ways to increase ability to deliver technical training.	There were initially four summer classes planned for the 2014-15 training calendar. Two of the classes were moved to the early fall due to scheduling changes, so only two of the original four ran during the summer.	This will continue to be the target, provided the demand for extra capacity continues in the out years.
SK apprentice success on Red Seal exam Lead: Apprenticeship	The Red Seal secretariat publishes the percentage of apprentices who are successful at passing the Red Seal journeyperson exam in their given trade, on an annual basis. The information is available for SK apprentices and all of Canada.	The higher the success of SK apprentices on the Red Seal exam, the greater the number of journeypersons available to the labour market.	The SATCC reports the results for the previous calendar year as audited by Statistics Canada; the results are received in June of the following year (the 2014 results will be received in June 2015).	This target is based on achieving the same success rate achieved in 2013, at 77%.	The success rate has been increasing in the last few years, so in order to create a stretch target, management chose 80%.
Real Completion Rate (RCR) compulsory trades Lead: Corporate Services	SK was not included in a 2003 national cohort study for apprentice completion rates due to data limitations. In 2012-13, the SATCC adopted the Alberta methodology for cohort completion calculation.	The higher the completion rate, the greater the number of journeypersons available to the labour market and the greater the return on the Province's investment in training.	This method follows individuals through the system and takes the # of apprentices who get JP status (within two years after expected end of program) divided by the # of apprentices who complete Level One in a given year. The completion rate for compulsory and non-compulsory trades is calculated on an annual basis (at year end) and then averaged.	The target is based on the rolling five year average. Compulsory trades 2009-10 63.8% 2010-11 65.5% 2011-12 73.4% 2012-13 73.7% 2013-14 69.3% Average 69.1%	The completion rate target in the out years will be calculated based on the previous five year average.
Real Completion Rate (RCR) non-compulsory trades Lead: Corporate Services	SK was not included in a 2003 national cohort study for apprentice completion rates due to data limitations. In 2012-13, the SATCC adopted the Alberta methodology for cohort completion calculation.	The higher the completion rate, the greater the number of journeypersons available to the labour market and the greater the return on the Province's investment in training.	This method follows individuals through the system and takes the # of apprentices who get JP status (within two years after expected end of program) divided by the # of apprentices who complete Level One in a given year. The completion rate for non-compulsory trades is calculated on an annual basis and then averaged. (See chart below)	The target is based on the rolling five year average. Non-compulsory trades 2009-10 57.1 2010-11 56.0 2011-12 61.2 2012-13 61.4 2013-14 59.5 Average 58.9%	The completion rate target in the out years will be calculated based on the previous five year average.

Measure	Description	Purpose	Methodology	2014-15 Target Explanation	2016-19 Trend Explanation
Number of registered Aboriginal apprentices Lead: Corporate Services	The number of Aboriginal apprentices registered throughout the year is reported.	Maintain a representative proportion of the SK Aboriginal population as apprentices.	The number of registered aboriginal apprentices over the last five years is averaged.	The target is based on the five year rolling average 2009-10 1,216 2010-11 1,272 2011-12 1,288 2012-13 1,383 2013-14 1,532 Average 1,338.2 rounded to 1,338	The number of Aboriginal apprentices target in the out years will be calculated based on the previous five year average.
Revenue sufficient to technical training for 65% of registered apprentices Lead: Corporate Services	The provincial government grant and tuition fee revenues are sufficient to fund apprentice technical training and administrative expenses	In any given year, only a certain percentage of registered apprentices are ready to attend technical training.	Number of registered apprentices on July 1, 2014, number of seats able to purchase with grant provided, 6,700 divided by 10,352 = 64.7% rounded to 65%	Given the enormous growth in apprentice numbers in the past seven years, funding has been gradually increased to fund up to the optimal target. This is a progressing target, aimed at moving up from 60% to the optimal target of 70% in the out years.	The optimal target is set for these years, dependent on receiving increases to the provincial grant funding and rational increases to tuition fees.
Maintain unrestricted surplus as required by SATCC Board policy Lead: Corporate Services	The SATCC Board has set a policy that the SATCC shall maintain a minimum unrestricted accumulated surplus.	The SATCC is a provincially created agency with no ability to borrow money and overdrafts are not permitted; payments cannot exceed the cash available.	Minimum unrestricted surplus maintained according to Board policy – forecast at approximately $537,000.	The calculation for the minimum unrestricted surplus is to be equivalent to one month of the previous year's operating expenses (excluding amortization and training costs).	The SATCC is forecast to have an unrestricted surplus in excess of the minimum balance.
Consult regularly with industry sectors Lead: Apprenticeship	Two industry sectors are formally consulted by an independent consultant and a written report is provided to the Senior Management Team.	Feedback and requirements of industry are gathered and considered during operational and strategic planning.	A consultant is engaged and works with Management to prepare a consultation process with industry sector representatives to determine their feedback and requirements of the apprenticeship system.	Completion of this work is planned for spring 2015.	N/A
Consult regularly with active industry trade boards Lead: Apprenticeship	Each designated trade has a Trade Board with equal representation from employers and employees of that trade. As well, there are subject matter experts who participate on Trade Examining Boards and the Curriculum Development Boards.	Trade Boards provide a forum for trade-specific direction and general feedback to the SATCC from industry partners.	SATCC staff support the Trade Boards and record minutes of all meetings; the number of meetings is reported. Dependent on specific industry concerns or developments, trade boards meet at least once per year and then on an as needed basis. 40 Trade Boards are currently active. Nine trades do not have active trade boards currently. This is due to being a low volume of inactive trade or a trade where technical training is delivered out of province.	40 Trade Boards are currently active. Nine trades do not have active trade boards currently. This is due to being a low volume of inactive trade or a trade where technical training is delivered out of province.	The target in the out years will be dependent on the number of active Trade Boards at the beginning of the year.

Measure	Description	Purpose	Methodology	2014-15 Target Explanation	2016-19 Trend Explanation
Apprentice satisfaction SATCC service delivery Lead: Corporate Services	The Apprentice and Employer Satisfaction survey has been conducted every three years since 2007. The 2013 survey asked customer and service satisfaction questions for the first time.	To provide a baseline for apprentice satisfaction with SATCC service delivery.	The target is an average of the positive responses to nine types of service SATCC provides to apprentices. For example, 94% of apprentices indicated the service provided to register as an apprentice was average or above average.	90% of apprentices indicate a positive response to a list of services provided by the SATCC to apprentices.	The target in the out years will be an average of the results from each of the surveys, up to a five year rolling average.
Employer satisfaction SATCC service delivery Lead: Corporate Services	The Apprentice and Employer Satisfaction survey has been conducted every three years since 2007. The 2013 survey asked customer and service satisfaction questions for the first time.	To provide a baseline for employer satisfaction with SATCC service delivery.	The target is an average of the positive responses to six types of service SATCC provides to employers. For example, 96% of employers indicated the service provided to register as an apprentice was average or above average.	92% of employers indicate a positive response to a list of services provided by the SATCC to employers.	The target in the out years will be an average of the results from each of the surveys, up to a five year rolling average.
Apprentice satisfaction SATCC staff Lead: Corporate Services	The Apprentice and Employer Satisfaction survey has been conducted every three years since 2007. The 2013 survey asked customer and service satisfaction questions for the first time.	To provide a baseline for apprentice satisfaction with SATCC staff.	The target is an average of the positive responses to four statements about SATCC staff. For example, 86% of apprentices indicated SATCC staff was knowledgeable.	84% of apprentices agree with a series of statements about SATCC staff.	The target in the out years will be an average of the results from each of the surveys, up to a five year rolling average.
Employer satisfaction SATCC staff Lead: Corporate Services	The Apprentice and Employer Satisfaction survey has been conducted every three years since 2007. The 2013 survey asked customer and service satisfaction questions for the first time.	To provide a baseline for employer satisfaction with SATCC staff.	The target is an average of the positive responses to four statements about SATCC staff. For example, 86% of employers indicated SATCC staff was knowledgeable.	82% of employers agree with a series of statements about SATCC staff.	The target in the out years will be an average of the results from each of the surveys, up to a five year rolling average.
Achieve business process improvements Lead: Corporate Services	SATCC is focused on business process efficiencies to continue to deliver quality service while limiting expense growth.	Specific results from LEAN initiatives undertaken and completed; including money saved, time to complete tasks shortened or improved service results.	The methodology undertaken is dependent on the initiative undertaken.	OAEMS overall goal is to develop a business process solution that will allow the SATCC to better deal with the increased enrollment in the apprenticeship program, maintain service excellence, and provide a smooth migration to the proposed OAEMS. The first phase of the Online Apprenticeship Education Management System is being completed. The next stage of the process is to open a second RFP for proposals.	N/A

Measure	Description	Purpose	Methodology	2014-15 Target Explanation	2016-19 Trend Explanation
Employee Satisfaction – understand vision Lead: Communications	The Annual Employee Engagement Survey is an internally generated survey which asks employees a number of questions to measure aspects of their job satisfaction. The results are tabulated and shared with employees. The survey has been administered for the last three years, in October of each year.	Enhance internal SATCC communications to maintain staff morale and cohesiveness, resulting in a better work environment and higher quality work.	The target is the average of the results for the two previous Annual Employee Engagement Surveys. 76% (2012) and 84% (2013) averages to 80% (14-15 target) of employees who strongly agree or agree with the following statement: *I understand the vision, mission, mandate and direction of the SATCC, as well as the current opportunities and challenges.*	The 12 employees who neither agree nor disagree, or disagree that they understand the vision, mission, mandate and direction of the SATCC may be new employees.	This is the third year of the SATCC Annual Employee Engagement Survey, which has been conducted internally. Further review will determine if the target in the out years will continue to be an average of previous Annual Employee Engagement Surveys, or rather an industry standard. In out years, employees will be asked to comment specifically on this question.
Employee Satisfaction – have right information Lead: Communications	The Annual Employee Engagement Survey is an internally generated survey which asks employees a number of questions to measure aspects of their job satisfaction. The results are tabulated and shared with employees. The survey has been administered for the last three years, in October of each year.	Enhance internal SATCC communications to maintain staff morale and cohesiveness, resulting in a better work environment and higher quality work.	The target is the average of the results for the two previous Annual Employee Engagement Surveys. 35% (2012) and 47% (2013) averaged to 42% (14-15 target) of employes who strongly agree or agree with the following statement: *I feel I have the right information at the right time, and am rarely taken by surprise by new developments at the SATCC.*	Management at the SATCC underwent training in PROSCI Change Management in 2014 and has been applying principles learned in working with staff. However, there have been more policy and structural changes at a provincial and national level than staff would typically see.	This is the third year of the SATCC Annual Employee Engagement Surveys, which has been conducted internally. Further review will determine if the target in the out years will continue to be an average of previous Annual Employee Engagement Surveys, or rather an industry standard. In out years, employees will be asked to comment specifically on this question.
Employee Satisfaction – find work fulfilling Lead: Communication	The Annual Employee Engagement Survey is an internally generated survey which asks employees a number of questions to measure aspects of their job satisfaction. The results are tabulated and shared with employees. The survey has been administered for the last three years, in October of each year.	Enhance internal SATCC communications to maintain staff morale and cohesiveness, resulting in a better work environment and higher quality work.	The target is the average of the results for the two previous Annual Employee Engagement Surveys. 76% (2012) and 82% (2013) averaged to 79% of employees who strongly agree or agree with the following statement: *I find my work fulfilling and I look forward to coming to work each day.*	In 2013-14, focus on client services, new procedures and reinforcement on hours led to less self-direction in working hours. There has also been more policy and structural changes than in a typical year, which requires an adjustment period.	This is the third year of the SATCC Annual Employee Engagement Surveys, which has been conducted internally. Further review will determine if the target in the out years will continue to be an average of previous Annual Employee Engagement Surveys, or rather an industry standard. In out years, employees will be asked to comment specifically on this question.

Appendix H:

Definition of Terms Used in This Report

Act and Regulations: *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade, has signed a contract of apprenticeship with his or her employer, and is registered with the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a skilled trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Executive Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of required technical training; has met all requirements for the Journeyperson Certificate of Qualification; and has submitted a record book to the SATCC in designated trades which require a record book.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 1999*. Designation of an occupation means that legislated rules apply; standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program (Red Seal): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

Journeyperson Certificate of Qualification: A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the SATCC and trade regulations.

Proficiency Certificate: A certificate is issued to reflect an individual's ability in a significant area of their trade.

Red Seal Endorsement (RSE): An acronym to use as an enhancement to a journeyperson's professional title, representing his/her successful achievement of obtaining the Red Seal endorsement in the given Red Seal trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Sub-trade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

Trade Qualifier: A tradesperson who is not a registered apprentice, but has established eligibility to challenge a certification examination.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson certification.

Upgrading: Training designed to assist a tradesperson in preparing to take a journeyperson examination.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience: Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix I: Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3
Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
Email: apprenticeship@gov.sk.ca
Website: www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
#201 - 1302A - 3rd Street
Estevan SK S4A 0S2

Apprenticeship and Trade Certification Commission
Northern Regional Office
Mistasinihk Place, 1328 La Ronge Avenue
Box 5000
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
Prince Albert SK S6V 6G1

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
603 - 45th Street West
Saskatoon SK S7L 5W5

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
Yorkton SK S3N 3V3